

**Vernon College**  
**Assessment Activity/Report Communication Form**  
**2015-2016**

**Counseling Appointment and Degree**

**Title:** Audit Log

**Date of completion:** September 18, 2016

**Please circle or highlight:** Assessment Activity

Report

Both

**Highlights of data:**

**Vernon Campus:**

Month	Degree Audits	Counseling Appointments	Counseling Walk-ins	Phone Calls	General Walk-ins
January	0	22	15	438	403
February	28	11	0	348	163
March	6	10	46	64	153
April	69	82	13	294	138
May	24	45	49	579	249
June	9	23	5	535	207
July	38	37	9	413	129
August	1	33	13	326	601
<b>TOTALS</b>	<b>175</b>	<b>263</b>	<b>150</b>	<b>2997</b>	<b>2043</b>

**Century City Center:**

Month	Degree Audits	Counseling Appointments	Counseling Walk-ins	Phone Calls	General Walk-ins
January	54	8	23	581	366
February	62	28	36	376	348
March	33	14	14	399	333
April	99	85	10	736	528
May	129	135	10	805	548
June	102	86	6	884	642
July	188	221	4	719	616
August	51	62	8	710	565
<b>TOTALS</b>	<b>718</b>	<b>639</b>	<b>111</b>	<b>5210</b>	<b>3946</b>

\* Posted on Vernon College website to be shared with SSBTN and College Effectiveness Committees as well as Vernon College constituents.

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<b>COMBINED CAMPUS TOTALS</b>	<b>Degree Audits</b>	<b>Counseling Appointments</b>	<b>Counseling Walk-ins</b>	<b>Phone Calls</b>	<b>General Desk Walkins</b>
<b>August 2015- December 2015</b>	<b>363</b>	<b>530</b>	<b>147</b>	<b>2514</b>	<b>2144</b>
<b>January 2016 – August 2016</b>	<b>893</b>	<b>902</b>	<b>261</b>	<b>8207</b>	<b>5989</b>
<b>TOTALS FOR YEAR</b>	<b>1256</b>	<b>1432</b>	<b>408</b>	<b>10,721</b>	<b>8133</b>

This is our second semester of collecting data in this format.

**Use of data:** This is the first complete year that Student Services has tracked this data. We will continue to track this data to ensure that we have staff adequately placed to meet student needs at each campus. We will also be able to show the effect of the new ERPSIS in future years. For example, as students use and become comfortable with the new system it will decrease our time doing degree audits for students.

**How associated to Student Success?** Despite efforts to post instructions online and create an automated application and enrollment process, students still want to talk to a human voice for instructions, reassurance and confirmation. Student Services provides that personal interaction when students need it.

Kristin Harris Associate Dean of Student Services

**Where the report can be found:** Office

**Submitted by:** Kristin Harris, Associate Dean of Student Services **Date:** September 18, 2016  
 (Responsible Party)

**Received by Office of Quality Enhancement:** 9/19/16  
 (Date)

**Presented to SSBTN Committee\*:** 9/19/16  
 (Date)

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